



**Commission on Forensic Science  
Standards and Certifications Advisor Committee (SAC)  
DRAFT Minutes**

December 4, 2017, 10:05 a.m. – 10:46 a.m.  
200 S. Adams Street, Wilmington DE

**Voting Committee Members Present:**

Jamie Armstrong, CODIS Administrator, DFS  
Johna Esposito, Quality Assurance Manager, DFS  
Dr. Krystal Hans, Assistant Professor, Department of Biological Sciences, DSU  
Robyn Quinn, Laboratory Manager II - FES

**Voting Committee Members Absent:**

Dr. Alice Briones, LtCol, USAF, MC Deputy Medical Examiner/Director, Dover AFB  
Susan Wilgus, Forensic Nurse, Public Defender Office

**Others Present:**

Lisa Morris, DAG

**Meeting Notes:**

1. Welcome, Call to Order-Johna Esposito
2. Review and Approval of Minutes from February 7, 2017. - Moved by KH/JA and approved.
3. Membership
  - a. David Mangler has requested to be removed from the committee's membership due to time constraints and staffing issues.
  - b. Dr. Briones will also be removed from the committee membership, as she has not been present in at least three meetings.
4. Discussion of board certification for doctors – all new ME hires are required to be board certified (per Rebecca Walker, who stopped in).
5. Plan for SAC in 2018
  - a. Spend the first approximately half of the year gathering enough information to put together a preliminary report for the Commission outlining several potential avenues for salary/retention increases.
  - b. Once presented, with feedback from the Commission, do a deeper dive into those areas deemed most likely to succeed, further researching and justifying as needed.

6. How often to meet
  - a. Per LM, if you don't meet at least five times a year, you have to post draft minutes.
  - b. Plan to meet directly after commission meetings (at least when they are held at DFS). Meeting length 30-45 minutes.
7. Information previously gathered includes:
  - a. A proposed SMV Tiered system for DFS Lab Managers (proposed in 2011 by the managers at the time)
  - b. Salary comparison provided by Jamie from the Columbus Police Crime Lab
    - i. Study is looking at approximately 86 accredited labs with 20-40 proficiency tested individuals.
    - ii. In Columbus, they received another raise using their justifications.
8. Avenues for increasing salaries/retention.
  - a. Determine what the turnover rate is for the various positions at the DFS.
    - i. High turnover may be the best justification for increased salaries.
    - ii. This is especially justifiable when the positions are highly technical.
    - iii. JCBE is going to put together a table of turnover information.
  - b. An SMV Tiered system for DFS Laboratory managers.
    - i. Simplify what was proposed in 2011.
    - ii. Obtain and increased gap between ACIII and LMI
    - iii. AQ and JCBE are going to work on preparing a revised SMV tiered system.
  - c. Argue that forensic ACs and DNA Analysts should be a totally separate position/classification within the state system
    - i. Right now there are other, non-forensic, Analytical Chemists and DNA Analysts within the state. Although they are not on SMV, they still have the same job title and requirements.
    - ii. The state's requirements for the position should mirror the requirements imposed by ISO, QAS, etc.
    - iii. Want to prevent the movement of non-forensic chemists and DNA analysts into the forensic positions (as happened earlier this year when an AC from public health was moved to the DFS . . . without a degree, this person could not do any AC work).
    - iv. Forensic analysts testify in court
    - v. JCBE is going to write this up.

- d. The DFS should be able to use ACIV (as well as an equivalent DNA position) as an additional level for the analysts to increase the career ladder.
    - i. ACIV already exists in the state system as another level.
    - ii. We would need to get it onto SMV and, ideally, would have two tiers (the lower of which should be above the ACIII upper tier).
    - iii. Adding ACIV on SMV would require salary increases at the Lab Manager (LM) level or else ACIV would surpass LMI.
    - iv. Many of the DFS ACIIIs and equivalent Senior DNA Analysts have already hit the upper tier for that position and have no further avenue for career growth.
    - v. JCBE will look up the following and write up an explanation/justification as to why adding an ACIV would help with retention.
      - 1. Does DNA have an equivalent level already in the system?
      - 2. Why are we not already using the ACIV?
      - 3. What are the qualifications already in place for ACIV?
  - e. Salary comparison for United States
    - i. This is what was gathered by Columbus labs a few years ago and what we already have in hand.
    - ii. Note that, should the Commission deem a country-wide salary comparison to be a worthwhile tool for justifying increased salaries, this is something we can update and improve upon later in the year.
  - f. Salary comparison data for nearby labs
    - i. Many former DFS employees went to other labs (Maryland, Dover AFB, Washington DC, Philly) where they received more pay.
    - ii. JA and KH will work on gathering this information.
    - iii. JCBE will send JA and KH the data from Columbus as a starting place.
  - g. Other ideas
    - i. Reward employees who become ABC certified, serve as officers in professional organizations, etc. by using that as a basis for salary increases (RQ mentioned that this is how it is done at the VA DFS).
9. Next Meeting – Held immediately following the first Commission Meeting of 2018. The Commission Meeting schedule will be finalized at the Commission Meeting on Monday 12/11/17.
10. Adjourn – Motioned (JA), Seconded (KH), all approved